

# PEO Exit Checklist

## “Who Does What”

TAX ID #'S	CLIENT	BROKER BROKER PARTNER	PAYROLLMART PAYROLL SYSTEM
<b>Federal Tax ID Proof</b> (Copy of IRS SS4 Letter)	✓		
<b>SIT Registration/Proof</b> (State Income Tax)	✓		✓
<b>SUI Tax ID Registration/ Proof</b> (State Unemployment Insurance)	✓		✓
<b>Local Tax ID Registration</b> (Local Tax ID)	✓		✓

WORKERS COMP	CLIENT	BROKER BROKER PARTNER	PAYROLLMART PAYROLL SYSTEM
<b>Employee Census</b> (Annual Salary, WC Codes, & Owners)	✓	✓	
<b>Claims History &amp; Nature of Business</b> (3-5 Years)	✓	✓	
<b>WC Payment</b> “Pay as you Go”	✓	✓	✓
<b>EPLI Claim History &amp; Policy</b>	✓		

EMPLOYEE BENEFITS PLANS	CLIENT	BROKER BROKER PARTNER	PAYROLLMART PAYROLL SYSTEM
Medical, Dental, Vision, & 401k		✓	
Benefits Portal		✓	✓
Ancillary & Voluntary Lines		✓	
COBRA, HSA, FSA, HRA & Transit/Parking		✓	✓
Benefits & ASO Support		✓	✓

PAYROLL SYSTEM & PROCESS	CLIENT	BROKER BROKER PARTNER	PAYROLLMART PAYROLL SYSTEM
YTD Payroll Register (Earnings, Fees, Taxes, WC Cost, etc...)	✓		✓
Timekeeping Process & System (i.e. Physical Time Clocks)	✓		✓
Custom Reports (i.e. Job Costing & G/L)	✓		✓
Integrations (i.e Accounting, 401K, Benefits, & Workers Comp)	✓		✓

EMPLOYEE INFORMATION	CLIENT	BROKER BROKER PARTNER	PAYROLLMART PAYROLL SYSTEM
Master Employee Control Report (Earnings & Deductions)	✓		✓
Employee Direct Deposit	✓		✓
Background Check Authorizations	✓		✓
Historical Employee Data (i-9's, W-4's, & W-2's)	✓		✓
Independent Contractor Data (W-9's)	✓		✓

<b>HUMAN RESOURCE SUPPORT</b>	<b>CLIENT</b>	<b>BROKER BROKER PARTNER</b>	<b>PAYROLLMART PAYROLL SYSTEM</b>
<b>FMLA &amp; Leave Tracking</b>	✓	✓	✓
<b>Handbook &amp; Policy Development</b>	✓	✓	✓
<b>Training &amp; Safety</b>	✓	✓	✓
<b>HR On Demand</b>		✓	

<b>HUMAN RESOURCES INFORMATION SYSTEM</b>	<b>CLIENT</b>	<b>BROKER BROKER PARTNER</b>	<b>PAYROLLMART PAYROLL SYSTEM</b>
<b>Onboarding Info &amp; Module</b>	✓		✓
<b>Recruiting Info &amp; Module</b>	✓		✓
<b>Performance Review Info &amp; Module</b>	✓		✓
<b>Compliance Info &amp; Module</b> (ACA & Labor Posters)			✓